

CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, May 26, 2015

8:30 a.m.

County Board Room – 3<sup>rd</sup> Floor – Courthouse

M I N U T E S

The Clay County Board of Commissioners met in regular session with all Commissioners present: Campbell, Gross, Ingersoll, Mongeau, and Weyland. County Administrator Brian C. Berg, Chief Assistant County Attorney Jenny Samarzja, and Senior Administrative Assistant Vicki Reek were also present.

APPROVAL OF AGENDA

On motion by Campbell, seconded by Gross, and unanimously carried, the agenda was approved as presented.

APPROVAL OF 2015 ADULT MOSQUITO SURVEILLANCE AGREEMENT WITH CASS COUNTY

By consent agenda, the Board approved an agreement with Cass County, North Dakota, whereby Cass County will provide collection of adult mosquito traps, specimen identification and data reporting in Clay County for the period May 15 to September 15, 2015.

AUTHORIZE EXECUTION OF MPCA 2014 COUNTY FEEDLOT PERFORMANCE  
GRANT AGREEMENT

By consent agenda, the Board authorized execution of the Minnesota Pollution Control Agency's 2014 County Feedlot Performance Grant Agreement with Clay County, providing \$3705 in grant funds.

CITIZENS TO BE HEARD

There were no citizens present who wished to address the Board.

APPROVE PAYMENT OF BILLS AND VOUCHERS

On motion by Gross, seconded by Ingersoll, and unanimously carried, the bills and vouchers were approved for payment.

APPROVE MINUTES OF MAY 5 & 12 COUNTY BOARD MEETINGS

On motion by Mongeau, seconded by Campbell, and unanimously carried, the minutes of the County Board meetings held May 5 and 12, 2015 were approved as presented.

CORRECTION TO HIGHWAY EQUIPMENT PURCHASE

Assistant County Engineer Nathan Gannon informed the Board that a spreadsheet presented February 27, 2015 for the replacement of Units 103 and 104 (pick-ups), included trade-in values which were interchanged.

On motion by Gross, seconded by Ingersoll, and unanimously carried, the Board approved the replacement of Unit 103 with a GMC SUV from Nelson Auto Center for

\$28,824.81 (trade-in value of \$12,000), and Unit 104 with a GMC SUV from Nelson Auto Center for \$32,019.81 (trade-in value of \$9,000).

#### APPROVE BRIDGE MAINTENANCE AGREEMENT FOR RED RIVER CROSSING BRIDGES

On motion by Campbell, seconded by Ingersoll, and unanimously carried, the Board approved a bridge maintenance agreement between Clay County, the City of Moorhead, City of Fargo, and Park District of the City of Fargo which identifies ownership, responsibilities for maintenance activities, and financial responsibilities for each entity with respect to:

- 12<sup>th</sup> Avenue North/15<sup>th</sup> Avenue North Bridge
- 1<sup>st</sup> Avenue North Bridge
- Center Avenue/NP Avenue
- Wall Street Avenue/CSAH No. 22
- Broadway Street/CSAH No. 1
- 52<sup>nd</sup> Avenue South/60<sup>th</sup> Avenue South/CSAH No. 12
- Lindenwood-Gooseberry Pedestrian Bridge
- Oak Grove-Memorial Pedestrian Bridge
- Floating Pedestrian Bridge

#### APPROVAL TO FILL HIGHWAY SHOP FOREMAN POSITION

On motion by Campbell, seconded by Mongeau, and unanimously carried, the Board approved filling the Highway Shop Foreman position, which will be vacant due to retirement. The Board also approved backfilling the position if it is filled from within.

#### CLAY COUNTY SAFE ROADS COALITION UPDATE AND APPROVAL OF MEMORANDUM OF UNDERSTANDING FOR SUPPORT

On motion by Mongeau, seconded by Ingersoll, and unanimously carried, the Board authorized execution of a Memorandum of Understanding indicating Clay County's support of the Clay County Safe Roads Coalition's application for a grant application.

#### REQUEST TO FILL FINANCIAL WORKER POSITION

On motion by Mongeau, seconded by Gross, and unanimously carried, the Board approved a request to fill a Social Services' Financial Worker position and to backfill if necessary.

#### TRUANCY PROGRAM

Social Services Rhonda Porter informed the Board of a recent meeting concerning truancy and the responsibility of various entities in addressing the issue.

#### 2016 PRELIMINARY BUDGET DISCUSSION

County Administrator Brian Berg presented preliminary target dates for the 2016 budget preparation and adoption:

- May 26 – Preliminary discussion with County Board
- June 2 – Budget sheets provided to departments
- June 23 – Deadline for departments to submit budget requests
- July 10 – Budget compiled by Auditor and forwarded to Administrator



July/August – presentation to County Board, review with individual department heads if necessary.

September 1 – County action re: preliminary levy

September 30 – Set preliminary levy per statute

December 1 – Public Meeting re: Budget Information

December 15 or 22 – Adopt Final Levy and 2016 Budget

The Board requested that department heads meet with the Board to present information regarding the circumstances for new requests for 2016. They also requested information regarding areas where cost savings have been explored.

On motion by Campbell, seconded by Mongeau, and unanimously carried, the Board approved the above mentioned timetable for 2016 Budget adoption.

**AUTHORIZE MIGRATION OF POLICE/FIRE RADIO COMMUNICATIONS TO THE PUBLIC  
SAFETY ARMER SYSTEM**

Emergency Manager Bryan Green and Rey Freeman, Rey Freeman Communication Consulting, presented the ARMER (Allied Radio Matrix for Emergency Response) Radio System Participation Plan which describes the process for the Clay County Sheriff's Office and Clay County Fire/EMS Radio Communications to migrate to the Statewide ARMER Trunking Radio System (plan on file in Emergency Services office). The plan identifies the participants in the Northwest Regional Emergency Communications Board, grant funds available for enhancing interoperable communications, mutual aid opportunities with Fargo and Red River Regional Dispatch Center, 'end of life' conditions of significant system components, etc. Migration to the ARMER system would minimize the amount of communications infrastructure Clay County is responsible to procure and maintain (State of MN is responsible for all existing infrastructure). The State of MN has already spent several hundred million dollars toward the allocation of ARMER equipment and infrastructure with the overall goal of having statewide public safety interoperable communications.

With approval of the plan, application will be made for grant funds in September, 2015 and June, 2016. The project will formally start in late summer, 2016. The final acceptance and system cutover will take place in March, 2017.

The local radio assessment final report indicates a total cost of approximately \$4.1 million for Clay County and the City of Moorhead to migrate to the ARMER system. End user radio equipment and associated unfunded costs for Clay County have been estimated at approximately \$567,560, and estimated cost for new paging systems for Rural Clay Fire and EMS approximately \$80,000 (total \$647,560). The Clay County Sheriff's Office Internal Service fund has collected replacement funds for years on the existing radio system and equipment. These funds are available in reserves.

On motion by Campbell, seconded by Gross, and unanimously carried, the Board adopted the following resolution, approving the ARMER Radio System Participation Plan:

**RESOLUTION 2015-16**

**Authorize Migration of Police/Fire Radio Communications to the  
Public Safety Statewide ARMER System**

WHEREAS, the Clay County Board of Commissioners, as the governing body of Clay County, has or will enter into an agreement with the State of Minnesota, Department of Public Safety (DPS) for the acquisition and installation of radio equipment capable of operating upon the Allied Radio Matrix for Emergency Response (ARMER) public safety radio system.

WHEREAS, Clay County is a participating member in the Northwest Minnesota Regional Emergency Communication Board formed pursuant to Minnesota Statutes 471.59 and 403.39,

WHEREAS, Clay County Board of Commissioners, as the governing body of Clay County has or will enter into a subscriber agreement with the Regional Emergency Communication Board and the State of Minnesota Department of Transportation (MNDOT) permitting the operation of ARMER radio equipment by public safety officials with the County.

WHEREAS, a full participation plan has been approved by the Clay County Commissioners and will be submitted to the Regional Emergency Communication Board for approval before ARMER radio equipment intended for use by public safety officials with the County can be programmed and installed.

NOW THEREFORE, BE IT RESOLVED the Clay County Board of Commissioners approves the full participation plan applicable to the use of ARMER radios by County public safety officials.

#### COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE

Commissioner Ingersoll attended meetings of Adult Local Mental Health and Lake Agassiz Regional Library.

Commissioner Gross attended the FM Metropolitan Council of Governments meeting and a Truancy Intervention seminar.

Commissioner Mongeau attended meetings of the Planning Commission and Historical and Cultural Society of Clay County, as well as an Alzheimer's Association meeting.

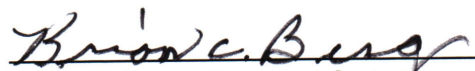
Commissioners Campbell and Weyland attended a meeting of the Regional Juvenile Detention Center.

County Administrator Brian C. Berg attended a meeting concerning Juvenile Detention space needs, Soil & Water Conservation District's needs for office space/technology assistance, a seminar on recruitment of employees, a truancy seminar, and a meeting concerning FM Diversion.

#### ADJOURN

The meeting adjourned at 9:40 a.m.

  
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Grant Weyland, Chair  
Clay County Board of Commissioners

  
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Brian C. Berg, County Administrator